



CITY OF KIRKLAND

REQUEST FOR PROPOSALS

Notice is hereby given that the City of Kirkland will receive Proposals in the office of the Purchasing Agent, City Hall, 123 Fifth Avenue, Kirkland, Washington, at 3:00 pm local time on March 4, 2015 for the project hereinafter referred to as:

Electric Parking Enforcement Vehicle Job No. 13-15-PW

Incomplete proposals and proposals received after the time stated above will not be considered. Faxed responses are not acceptable.

RFP documents and any addenda, including all submittal requirements and specifications, can be found on the City of Kirkland's website at www.kirklandwa.gov (Click on the "Business" tab and the "Request for Proposals" link under "Doing Business with the City".) Call 425-587-3123 if unable to access Proposal documents online.

The City reserves the right to reject any and all Proposals, and to waive any informalities in the RFP process, and to make the award to the firm that submits a proposal that offers the best overall value to the City.

The City of Kirkland assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

No Proposals may be withdrawn within forty-five (45) days after the actual date of the Proposal opening.

Barry L. Scott, C.P.M.
Purchasing Agent

OVERVIEW AND PURPOSE: The City of Kirkland is soliciting Proposals to establish a contract with a qualified supplier to furnish one (1) new and unused Electric Parking Enforcement Vehicle.

PLANNED PURCHASES: The City intends to place an initial order for one (1) vehicle in the first quarter of 2015. This RFP does include language to allow for cooperative purchasing of additional vehicles by other agencies as provided for in RCW 39.34.

TENTATIVE SCHEDULE OF EVENTS:

RFP issued	February 12, 2015
Questions due	February 25 at 4:00 pm PST
Proposals due	March 4, 2015 at 3:00 pm PDT
Anticipated Award	March 11, 2015

QUESTIONS REGARDING THIS RFP: ALL questions must be submitted in writing (Email is preferred). Questions and answers will be forwarded to all proposing suppliers who provide contact information. In order to make information available to all proposing suppliers, no questions will be entertained after 4:00 pm on February 25, 2015.

Questions regarding the specifications must be addressed to Tim Llewellyn, Fleet Supervisor, at tllewellyn@kirklandwa.gov.

Questions regarding the RFP process must be submitted to Barry Scott, Purchasing Agent at bscott@kirklandwa.gov.

DISTRIBUTION OF PROPOSAL DOCUMENT AND ADDENDA: This RFP can be downloaded directly from the City of Kirkland's website at www.kirklandwa.gov (Click on "Business" and then "Request for Proposals" link under Doing Business with the City.) Those who wish to automatically receive any addenda or a notice of cancellation should provide contact information by emailing Barry Scott, Purchasing Agent, at bscott@kirklandwa.gov. Those who choose not to submit contact information will be solely responsible for monitoring the City's website for any addenda or a notice of cancellation.

PROPOSAL PREPARATION: Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

SUBMISSION OF PROPOSAL: All Proposal proposals must be received no later than **3:00 pm Pacific Time on March 4, 2015**. Proposals must be signed by an authorized company representative and submitted as an email attachment or in a sealed envelope.

Emailed proposals are to be sent to purchasing@kirklandwa.gov

Mailed or couriered proposals must be addressed to:

City of Kirkland
Attn: Barry Scott, Purchasing Agent
RFP No. 13-15-PW
123 5th Ave
Kirkland, WA 98033

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 3:00 pm** on the due date. Proposals received after the deadline will not be considered for award of contract.

EVALUATION PROCESS: Proposals will be evaluated by a team of Kirkland Fleet and Police Department staff.

CONTRACT: The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted Proposal, any purchase orders issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies

COMPLIANCE WITH LAWS: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and holds the Purchaser harmless against any claims arising from the violation thereof.

NONCOLLUSION: The supplier must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this RFP. Supplier is to complete the attached Noncollusion affidavit and submit it with the proposal.

PAYMENT TERMS: Net 30 days after delivery, acceptance and receipt of invoice. Acceptance includes inspection and approval by City of Kirkland's Fleet and Police Dept. staff.

FREIGHT TERMS: It is the City's preference that items be shipped FOB Destination with freight included in the vehicle's price. As an alternate, suppliers may quote a separate freight charge on the Price Proposal Form.

NON-DISCRIMINATION: The City of Kirkland assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

The City further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not

Electric Parking Enforcement Vehicle Specifications

Following are the minimum specifications for the Electric Parking Enforcement Vehicles required for the City of Kirkland's needs:

Must be legal to operate on Washington State roads, and, at a minimum meet requirements as a Medium Speed Electric Vehicle (25 to 35 MPH).

- Street legal
- Lithium battery powered
- Minimum 55 mile range under normal weather conditions
- Chargeable with either 110V or 220V system
- Ability to maintain 35 MPH on moderate inclines
- Appropriate police lighting/wiring for parking enforcement
- Preferred vehicle color is white
- Easy entry and exit from vehicle
- Minimum one year warranty.

Any other proposed equipment must meet or exceed the minimum specifications shown above.

Selection Criteria

As this is a Request for Proposals, contract award is not based solely on price. It is the intent of the City to purchase the equipment that, in the sole judgment of the City, offers the best overall value to the City. In addition to price, the following criteria may be considered and should be clearly addressed in product literature and narrative form in each proposal:

1. Compliance with minimum specifications
2. Availability of equipment
3. Warranty

4. Equipment operating costs
5. Safety features
6. Ease of equipment operation
7. Availability of dealer service and parts
8. Ease of maintenance by City personnel
9. Equipment durability and useful life expectancy
10. Equipment demonstration may be required
11. References (Minimum of 3)

***PRICE PROPOSAL FORM ***
JOB NUMBER 13-15-PW
ELECTRIC PARKING ENFORCEMENT VEHICLE
REQUEST FOR PROPOSALS

Proposing Firm's Name _____

We agree to furnish the following items at the listed price:

ITEM NO.	DESCRIPTION/BRAND	ESTIMATED QUANTITY	UNIT	UNIT PRICE
	Electric Parking Enforcement Vehicle			
1.	_____	1	EA	_____

Please list any optional equipment and their unit prices on a separate sheet.

Prompt Payment Discount _____% _____ days.

Payment discount periods of 20 calendar days or more will be considered in determining lowest responsible Proposal.

If a **volume discount** is offered, provide the order quantities at which the price break will be given and the corresponding percentage:

Quantity _____ Discount _____%

Quantity _____ Discount _____%

Quantity _____ Discount _____%

Special Discounts: Please indicate if supplier will offer purchasers discounts based on market conditions and/or special promotions? _____ Yes _____ No

If yes, and such a discount will apply to this specific purchase, please indicate the discount amount:

\$ _____

Signature of Authorized Representative

Date

Printed Name

Title

Phone Number

Email Address

NONCOLLUSION AFFIDAVIT
Electric Parking Enforcement Vehicle
JOB NO. 13-15-PW

STATE OF WASHINGTON)
) SS
COUNTY OF _____)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a proposal to the Owner for consideration in the award of a contract for the equipment described as follows for the City of Kirkland:

Primary supplier of Electric Parking Enforcement Vehicle.

FIRM NAME

AUTHORIZED SIGNATURE

Sworn to before me, this _____ day of _____, 2015

Notary Public
in and for the State of _____
Residing at _____

My Commission Expires: _____